



# DESIGN REVIEW GUIDE

## Signs

Waukegan is well known as a city with a high quality of life, small and cohesive neighborhoods, a vibrant downtown and waterfront – all within a spectacular setting on the shores of Lake Michigan. This deserving reputation is due in part to the City's small size, entrepreneurial spirit, civic-minded citizens and activist government. One of the many factors that make Waukegan such a great place to live, work and visit is the community's attention to detail, and respect for its setting, heritage and quality urban design.

Waukegan's Design Review process strives to protect the city's unique qualities and strong sense of place by carrying out citywide development and design objectives. The purpose of this *Design Review Guide* is to help applicants in preparing projects to be reviewed by the Development Review Board and the Waukegan Development Commission. Through materials such as this, the Department of Planning & Zoning seeks to make information available well before the final design of a project saving the applicant, and the city, time and money.

**Identity. Image. Style. Quality. Service.** These are the messages that can be instantly projected through the use of a *sign*. There are many "tricks" used in order to maximize visibility; moving parts, misspelled words, logos, bigger, brighter, etc. This type of sign "competition" however is not appropriate in Waukegan where a high value should be placed on our visual environment.

### DESIGN ISSUES

#### Purpose

Signs should complement, not overwhelm, the overall picture of your business. A sign's greatest effect comes when the overall design of the building, property and other signs nearby are considered together. This means that placement, size, materials, method of lighting, and even colors, are brought together to achieve the best possible effect – for both the business and the community. The placement of the sign on your building or site is very important.

Size, height and quality are particularly important sign characteristics.



*Neon Signage (strongly discouraged)*

The Downtown can be a good example of this cohesiveness. The city recently passed a new sign ordinance, which provides different regulations for signage in the Downtown. Here, cabinet signs with lettering on white glass panels are prohibited, and sizes of the signs are pedestrian, rather than auto-oriented. This will work well to unify this retail district. When the 'big picture' is taken into consideration, an attractive and inviting street experience will be created for customers.

All buildings have architectural details - some more obvious than others. Even the simplest building has design elements which should be respected. Especially in older buildings, a "sign band" was actually included as part of the façade. Its proportion, in relationship to the storefront and the passerby, were all carefully considered. Proper placement of signs is critical.



*Type of Cabinet Sign which is prohibited*

#### Types of Signs

Signs come in many different forms. Signs can be freestanding or attached, single or multiple-sided, part of an awning or painted on the building or window. The type of sign you choose should depend on what will work best with your building and site. Signs with moving or movable parts, and those with flashing, animated or intermittent illumination are prohibited.

Using awnings as signs is an effective method in many cases. Not only are you getting your message out, but you're also providing a decorative element to a window or doorway – emphasizing the *main* entry, while providing shade and cover.

#### Lighting

Making your sign legible at night is another issue. The first thing to consider is "Does the sign need to be illuminated at all?" There may be ambient light from store windows or nearby street lights that will



*Pin Lettering*

provide adequate light for your sign already. If lighting is necessary, be sure that the light doesn't create glare by being too bright. To cut down on energy costs, turn the sign lights off when the business is closed or during those hours when it is not needed for security purposes.

There are three common lighting approaches for signs: *indirect*, *internally illuminated*, and *backlit*. For *indirect lighting*, the light should come from just above or just below the sign, and be focused directly onto the sign itself.

This reflects the light where it is needed - making the sign easier to read. With an *internally illuminated* sign, the lettering must be a lighter color against a dark background which makes the letters much easier to read. This approach is also effective for non-illuminated signs. *Back-lit* individual letters, where the light source is placed in a channel behind the letters, is also an effective sign format. In this instance, light falls on a portion of the building's façade, helping to form a "halo" or silhouette of the letters.



*Backlit "Halo" Signage*

### Message

The most important rule here is "simple is better." Signs are meant to be read quickly and to offer identification. Don't confuse the reader with more than they need. The name of the business and street address is often all that is necessary.

Information such as product names, hours of operation, prices, specials, and even phone numbers may change — why invest in making them a permanent part of your sign?



*Awnings*

One effective way to provide additional information is to run words along the base of the storefront window. This is much easier to change down the road.

### Uniform Sign Plans

A Uniform Sign Plan is required for all residential subdivisions, multi-family and townhouse developments, planned unit developments, and all multi-building or multi-occupant commercial developments before any signs for such development may be erected on the property. All owners, tenants, subtenants and purchasers of individual units within the development shall comply with the approved uniform sign plan.

The Uniform Sign Plan shall consist of five elements that shall govern all signs within the development: location, materials, size, color and illumination. The Uniform Sign

Plan shall include details, specifications, dimensions, and plans showing the proposed locations of signs and how such locations conform to the requirements of the Sign Ordinance. It shall also show the computations of the maximum total sign area permitted for the site as well as any special computations regarding additional ground signs.

### CITY OBJECTIVES FOR SIGNS

- A sign should be an enhancement to Waukegan's heritage, visual character and environment.
- Signs should enhance architectural elements of a building, not obscure or obliterate them.
- Signs should identify the business, not advertise brand names.
- Signs should be simple and neat with minimal wording to improve legibility.
- Sign materials should be harmonious in color, materials and lighting with the building.
- Signs must not be distracting to motorists.

### Permits

The type, size, location, and dimensions of all signs in Waukegan are governed by the *Waukegan Sign Ordinance*. The requirements differ based on where in the City the sign is to be located, and the type of sign you wish to use. Before erecting any sign, please contact the Building Department. If you are considering a sign within the Downtown, you should also contact the Waukegan Downtown Association (WDA).

### ADDITIONAL INFORMATION

*City zoning, signage & general information*

#### Department of Planning and Zoning

100 N. Martin Luther King, Jr. Avenue  
Waukegan, Illinois 60085  
847.625.6878

*Guidelines for signs in the Downtown Area*

#### Waukegan Downtown Association

221 N. Genesee Street  
Waukegan, Illinois 60085  
847.623.6650

*City building & electrical permits*

#### Building Department

100 N. Martin Luther King, Jr. Avenue  
Waukegan, Illinois 60085  
847.625.6868

*Prepared by the Department of Planning and Zoning*